

# Town of Tecumseh



## Guide for *Planning Act* Applications

Before submitting any application, please complete the following four steps:

- **STEP 1:** Contact the planning department to review your proposed development and to schedule a pre-consultation meeting with Town Administration
- **STEP 2:** Fill out the applicable application form
- **STEP 3:** Attach all documents/drawings/information that the application specifically requests
- **STEP 4:** Prepare fee payment in accordance with Fee Schedule attached to the application

If you are unsure of certain sections of the application, please leave that section blank. Town Administration will assist you in completing the application form at time of application submission.

**PLEASE NOTE:** All applications **MUST BE** signed by the owner or authorized agent, in the presence of a Commissioner. A Commissioner is available at Town Hall.

**THE CORPORATION OF THE**



**TOWN OF TECUMSEH**

**FORM 1 - PLANNING ACT**

**APPLICATION FOR MINOR VARIANCE**

1. Name of approval authority: **TOWN OF TECUMSEH COMMITTEE OF ADJUSTMENT**
2. Date application received by Municipality: \_\_\_\_\_
3. Date application deemed complete by Municipality: \_\_\_\_\_
4. Name of registered owner: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_  
Full Mailing Address: \_\_\_\_\_  
Name of registered owner's solicitor  
or authorized agent (if any): \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_  
Full Mailing Address: \_\_\_\_\_  
Please specify to whom **ALL COMMUNICATIONS** should be sent:  
 registered owner                       solicitor                       authorized agent
5. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:  
\_\_\_\_\_
6. Location and description of subject land:  
Concession No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_  
Registered Plan No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_  
Reference Plan No. \_\_\_\_\_ Part(s) No. \_\_\_\_\_  
Street Address \_\_\_\_\_ Assessment Roll No. \_\_\_\_\_
7. Size of subject parcel in metric units (or attach a survey or registered plan if more appropriate):  
Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

8. Access to subject parcel:

- Municipal Road     County Road     Provincial Highway  
 Private     Water

If access to the subject land is **BY WATER ONLY**, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road.

\_\_\_\_\_

9. Current Official Plan Land Use designation of subject land: \_\_\_\_\_

10. Current Zoning of subject land: \_\_\_\_\_

11. Nature and extent of relief requested from the Zoning By-Law: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Reasons why minor variance is necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Current use of subject land: \_\_\_\_\_

14. Length of time current use of the subject land has continued: \_\_\_\_\_

15. Number and type of buildings or structures **EXISTING** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area (in metric units) **(or attach a site plan drawing if more appropriate)**:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Date of construction of existing buildings and structures on the subject land:

\_\_\_\_\_

17. Date subject land was acquired by current registered owner: \_\_\_\_\_

18. Proposed use of subject land: \_\_\_\_\_

19. Will the proposed use include the addition of permanent fuel storage?     Yes    No  

If yes, how much fuel storage will be installed (in litres)? \_\_\_\_\_

(Town Confirmation) Application Requires RMO Review?     Yes    No

20. Number and type of buildings or structures **PROPOSED TO BE BUILT** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area (in metric units) **(or attach a site plan drawing if more appropriate)**:

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21. Type of water supply:

Municipally owned and operated     Well     Other (specify) \_\_\_\_\_

22. Type of sanitary sewage disposal:

Municipally owned and operated     Septic     Other (specify) \_\_\_\_\_

23. Type of storm drainage:

sewers     ditches     swales     Other (specify) \_\_\_\_\_

24. If known, indicate whether the subject land is the subject of an application under the Planning Act for:     consent to sever     approval of a plan of subdivision

If known, indicate the file number/name and status of the foregoing application:

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25. If known, indicate if the subject land has ever been the subject of an application for minor variance under Section 45 of the Planning Act:

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I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant, Solicitor or Authorized Agent**

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*A Commissioner, ect.*

**AUTHORIZATION**

**(PLEASE SEE NOTE BELOW)**

TO: SECRETARY-TREASURER TO THE COMMITTEE OF ADJUSTMENT  
TOWN OF TECUMSEH

Description and Location of Subject Land:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

\_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

to:

1. make an application on my/our behalf to the Town of Tecumseh Committee of Adjustment;
2. appear on my/our behalf at any hearing(s) of the application; and
3. provide any information or material required by Town of Tecumseh Committee of Adjustment relevant to the application.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

**\*NOTE: This form is only to be used for applications which are to be signed by someone OTHER THAN the owner.**



# The Corporation of the Town of Tecumseh

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## PERMISSION TO ENTER

TO: The Secretary-Treasurer  
Committee of Adjustment  
Town of Tecumseh  
917 Lesperance Road  
Tecumseh, ON N8N 1W9

LOCATION OF THE SUBJECT LAND: \_\_\_\_\_

I/We, \_\_\_\_\_  
Please print the full name of the owner(s)

The undersigned, being the registered owner(s) of the subject land, hereby authorize the members of the Town of Tecumseh Committee of Adjustment and the Town of Tecumseh staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached Application for Minor Variance and/or Consent.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Signature of the owner(s) or where the owner is a Firm or Corporation, the signature of an Officer of the owner.)

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(Where the owner is a Firm or Corporation, please print or type the full name of the person signing.)

**NOTE:** If the Owner is a Firm or Corporation, the Corporate Seal shall be affixed hereto.

**NO DISCUSSION SHALL TAKE PLACE BETWEEN THE COMMITTEE MEMBERS AND THE APPLICANT DURING THE SITE INSPECTION.**

## NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale (in metric units), showing:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear yard lot line and the side yard lot lines;
- c) the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- d) the current uses on land that is adjacent to the subject lands;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land.

**PLEASE NOTE THAT AN INCOMPLETE SKETCH WILL RESULT IN THE APPLICATION BEING DEEMED INCOMPLETE AND MAY RESULT IN UNNECESSARY DELAYS.**

Town of Tecumseh Planning Department Fee Schedule  
 (as established by By-law 2019-81)

APPLICATION	PLANNING FEE	TOTAL
Consent / Severance <i>(per each new individual lot created)</i>	\$625 / new lot	\$625 / new lot
- Change of Conditional Approval	\$150	\$150
Minor Variance	\$625	\$625
Special Meeting Fee (in addition to regular fee above)	\$625	Add \$625 to total fee above

**ADDITIONAL ESSEX REGION CONSERVATION AUTHORITY (ERCA)**  
**APPLICATION REVIEW FEES**  
 (TO BE ADDED TO THE TOTAL APPLICATION PAYMENT)

APPLICATION	ERCA REVIEW FEE
Consent / Severance <i>(up to 3 new lots created)</i>	\$200
Minor Variance <i>(up to 3 variances per application)</i>	\$115
Combined Consent <i>AND</i> Minor Variance or Re-Zoning	\$250

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date